

Trustee Report Events

The Trustee/U.S. Trustee hypertext link lists routine trustee events grouped together for ease and efficiency. The following instructions will guide you through the Electronic Case Filing (ECF) system for Trustee/U.S. Trustee report events. Although the example in this module specifically shows an **Appointment Rejection**, the same steps would be followed for other filings.

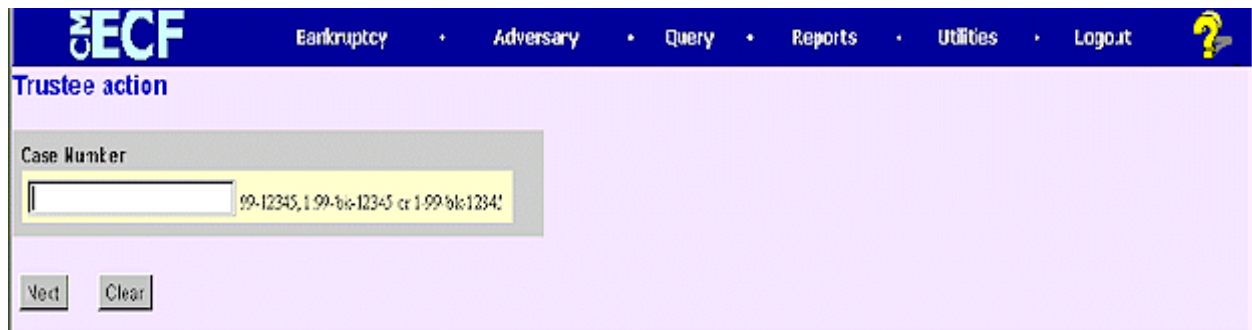
STEP 1 Click on [Trustee/US Trustee](#) hypertext link under Bankruptcy from the ECF main menu. (See Figure 1.)



Figure 1

NOTE: Your menu will vary from the one displayed in Figure 1 depending on what permissions are needed.

STEP 2 The **CASE NUMBER** screen will appear. (See Figure 2.)



The screenshot shows the CM/ECF Trustee action screen. At the top is a blue navigation bar with the CM/ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is a purple header area with the text "Trustee action". The main content area is light purple and contains a "Case Number" label above a text input field. The input field has a yellow border and contains the text "99-12345, 199-bk-12345 or 199-bk12345". Below the input field are two buttons: "Next" and "Clear".

Figure 2

- ◆ Enter the case number in YY-NNNNN format, including the hyphen.
- ◆ Click on the **[Next]** button to continue.
- ◆ Verify the case number and case name.
- ◆ If the case number and name do not match your document, click on the Netscape **Back** button to re-enter the case number.

NOTE: If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

STEP 3 The **EVENT TYPE** screen will appear. (See Figure 3.)

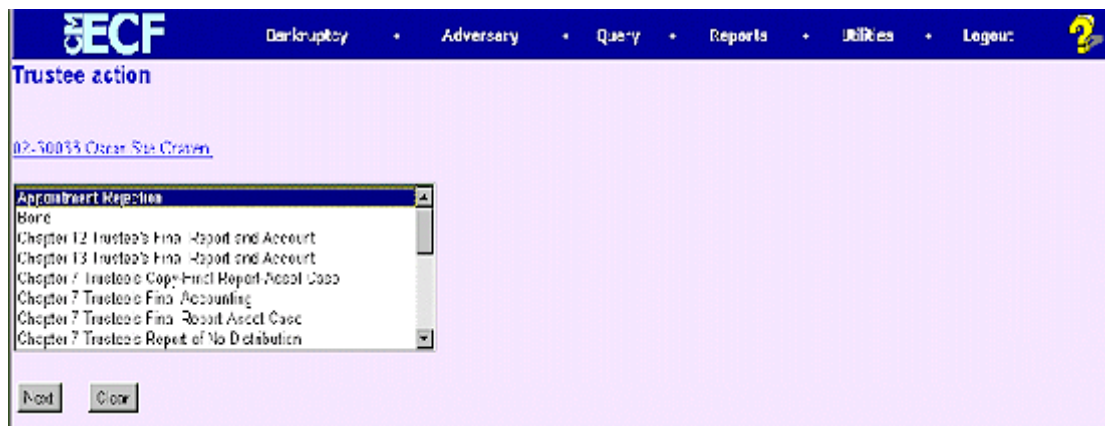


Figure 3

- ◆ Use the ▼ arrow to the right of the box to scroll through the event list to select the document to be filed. Click to highlight **Appointment Rejection**. Click on the **[Next]** button to continue.

STEP 4 The **PDF Document** screen displays. (See Figure 4a.)



Figure 4a

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
 - To make certain you are about to associate the correct document file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 4b.)

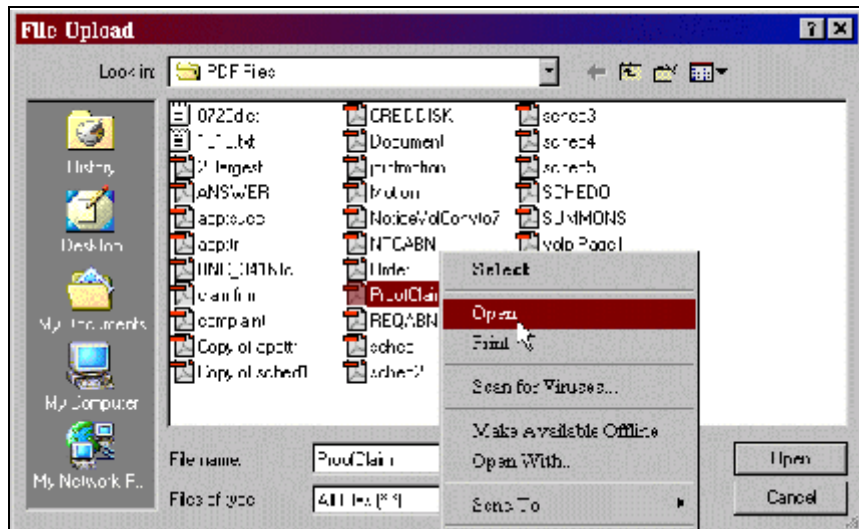


Figure 4b

- This will launch the Adobe Acrobat Reader to display the image of the document. Verify that it is correct.
- Close or minimize the Adobe application after verifying the file, then click on the **Open** button on the File Upload dialogue box. (See Figure 4c.)

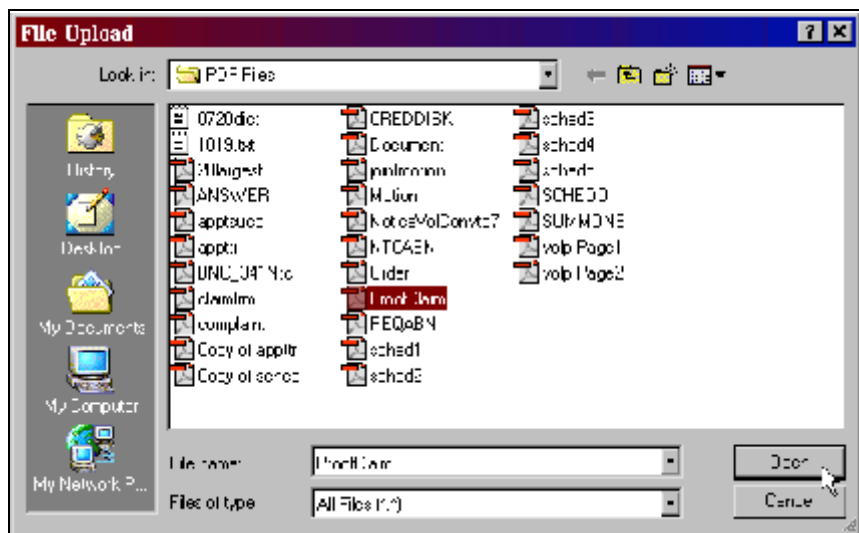
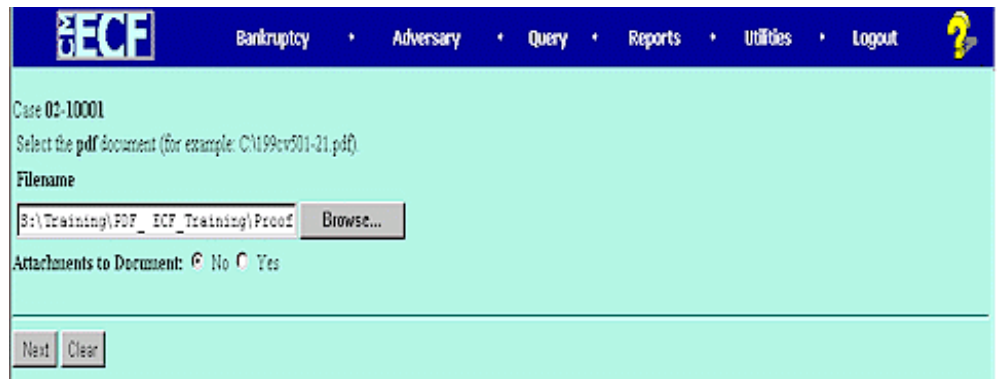


Figure 6c

- The **PDF Document** screen will reappear displaying the complete path of the associated PDF document that was selected. (See **Figure 4d**.)



The screenshot shows a web application interface for CM/ECF. At the top is a blue navigation bar with the 'ECF' logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main content area has a light blue background. It displays 'Case 03-10001' and a prompt to 'Select the pdf document (for example: C:\199cv501-21.pdf)'. Below this is a 'Filename' label and a text input field containing the path 'S:\Training\FDF_ECF_Training\Proof'. To the right of the input field is a 'Browse...' button. Further down is a label 'Attachments to Document:' followed by two radio buttons: 'No' (which is selected) and 'Yes'. At the bottom of the form are 'Next' and 'Clear' buttons.

Figure 4d

- ◆ Click **[Next]**.

STEP 5 The FINAL TEXT EDITING screen will be displayed.



ECF

Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Trustee action:

[02-30033 Oscar See Craven](#)

Docket Text: Modify as Appropriate.

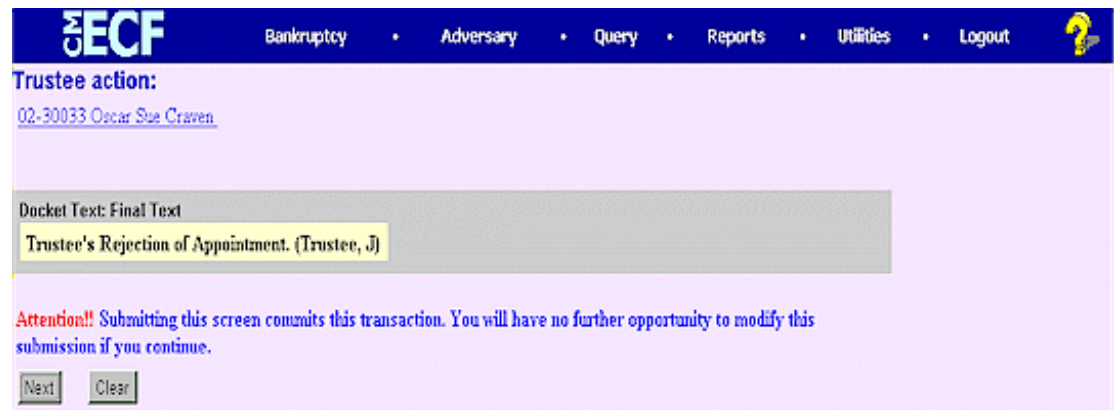
Trustee's Rejection of Appointment . (Trustee, J)

Next Clear

Figure 5

- ◆ (Trustee,J) shows that Joseph Trustee logged into the system to electronically submit this document.
- ◆ Click **[Next]** to continue.

STEP 6 The **FINAL TEXT** screen will appear. (See Figure 6.)



The screenshot shows the CM/ECF Trustee Report interface. At the top is a blue navigation bar with the 'ECF' logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the bar, the page title is 'Trustee action:' followed by a link '02-30033 Oscar Sae Craven'. The main content area has a light purple background. A grey box contains the text 'Docket Text: Final Text' and 'Trustee's Rejection of Appointment. (Trustee, J)'. Below this box, a red warning message states: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom of the warning are two buttons: 'Next' and 'Clear'.

Figure 6

- ◆ This is the last screen you are allowed to go BACK for changes or to abort by selecting any other selection on the Main Menu Bar. When you click **[Next]** to continue, this event becomes an official entry on the docket sheet.

STEP 7 The **NOTICE OF ELECTRONIC FILING** is produced and displayed. (See Figure 7.)



Figure 7

- ◆ If an image was associated with this filing, clicking on the document number hyperlink will present the PDF image of the petition just filed. (There is not a document associated with this filing.)
- ◆ To print a copy of this receipt click the browser **[Print]** icon.
- ◆ To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ Description of **Notice of Electronic Filing**.
 Hyperlink to docket sheet
 Date and time stamp information
 Case Title
 Case number hyperlink to docket sheet (if one exists)
 Docket text
 - Annotated text in italics
 - Text produced from docket event
 - Attachment type, description and attachment number which is a hyperlink (if one exists) to the PDF file of the attached document.

Notice will be electronically mailed to:

Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.

Notice will not be electronically mailed to:

Name and address of other parties on the case who have not furnished their e-mail address with the court.